

# Rancho California Water District

## Local Groundwater Assistance Grant Proposal

### Work Plan



Attachment 5 consists of the following items:

- 1. Introduction**
- 2. Scope**
- 3. Purpose, Goals and Objectives**
- 4. Work Plan**

The Work Plan provides a detailed scope of work for preparation of the Temecula Valley Basin Groundwater Management Plan, including the following tasks:

1. Public Hearing/Board Resolution to Develop the Plan
2. Temecula Valley Basin GWMP Development Team
3. Outreach, Education and Community Involvement
4. Data Collection
5. Review Basin Documentation for Plan Development and Determination of Additional Research and Analyses
6. Identify Projects and Programs to Meet Goals and Objectives of the Plan
7. Prepare Draft GWMP
8. Prepare Final GWMP
9. Conduct a Public Hearing and Adoption of the Temecula Valley Basin GWMP
10. Submit Final GWMP to DWR
11. Grant Administration and Reporting

## **5. Evaluating Progress and Performance During GWMP Development**

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### **1. Introduction**

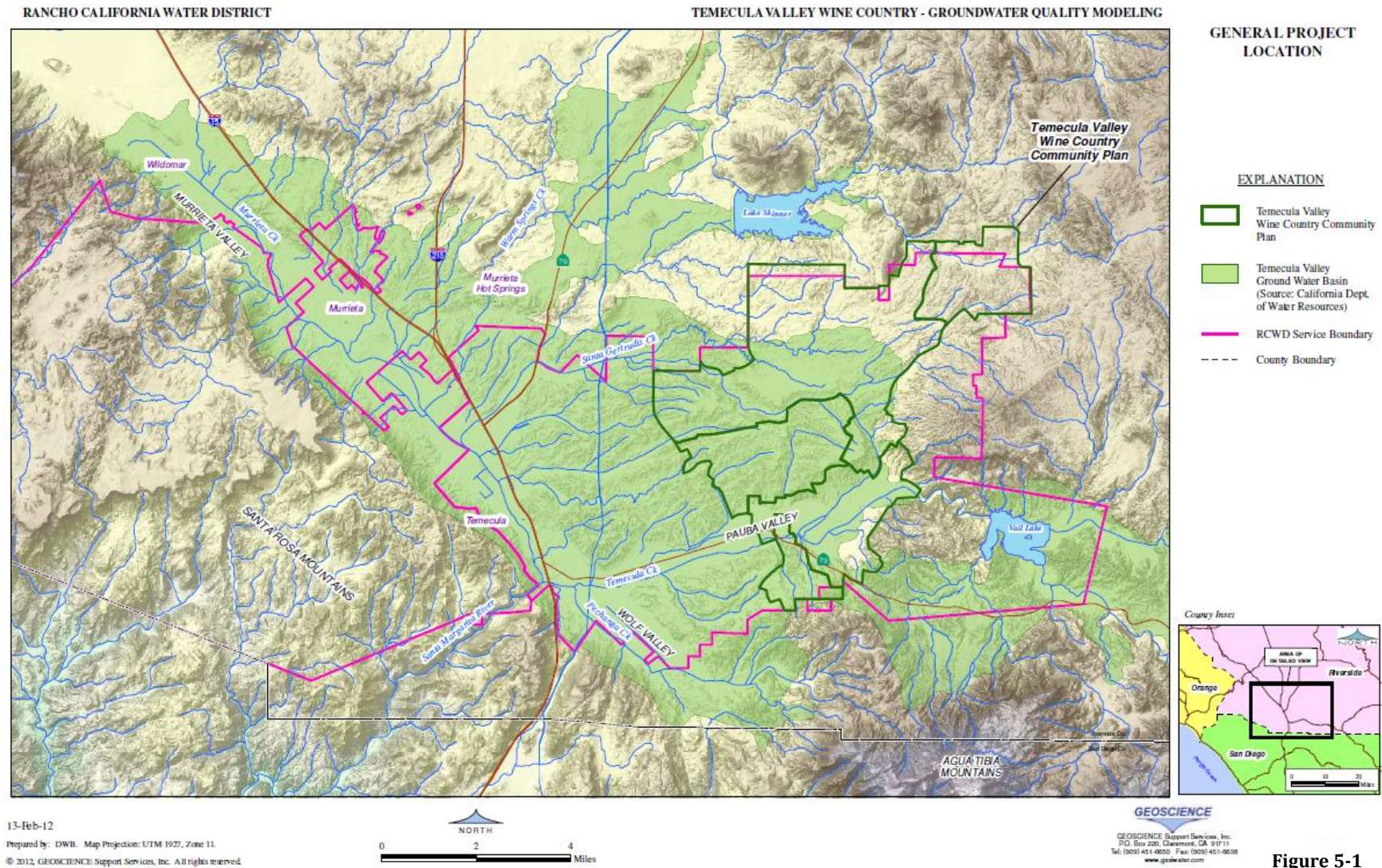
The Rancho California Water District (RCWD) is committed to preparing and adopting an AB 3030-compliant groundwater management plan for the Temecula Valley Groundwater Basin (Basin) that will guide the District in managing groundwater resources into the future.

The groundwater management plan (GWMP) process will allow Basin stakeholders to participate in development of the plan and provide input to key issues within the Basin, including improved water supply reliability, and protection and improvement of water quality.

### **2. Scope**

The scope of the proposed project includes development of a comprehensive Temecula Valley Basin GWMP (Plan). The scope assumes a two-year (24-month) grant contract timeframe through adoption of the Plan by April 2014. Development of the Plan is shown within the Work Plan tasks, budget and schedule.

Figure 5-1 shows a map of the RCWD service area and the Basin boundaries. The Basin is generally consistent with the RCWD boundaries, with some extension into the Murrieta Valley area where WMWD maintains some wells.



Plan development will be managed by a RCWD Project Manager in a cooperative approach with the Basin stakeholders. Stakeholders include the following

- United States Geologic Survey (USGS)
- California Department of Water Resources (DWR)
- Santa Margarita River Watershed Watermaster Steering Committee members:
  - RCWD
  - Eastern Municipal Water District (EMWD)
  - Western Municipal Water District (WMWD)
  - Fallbrook Public Utilities District (FPUD)
  - Pechanga Band of Luiseno Mission Indians
  - U.S. Marine Corps Camp Pendleton
  - Metropolitan Water District of Southern California (MWD)
- Elsinore/Murrieta/Anza Resource Conservation District (EMARCD)
- County of Riverside
- Riverside County Flood Control and Water Conservation District
- City of Murrieta
- City of Temecula
- Environmental and community organizations
- Upper Santa Margarita Watershed (USMW) Planning Region Integrated Regional Water Management (IRWM) Stakeholders not already listed above
- Other interested parties

### **3. Purpose, Goals and Objectives**

The proposed project is to develop an approved and formally adopted GWMP for the Temecula Valley Basin. The Temecula Valley GWMP will identify and target goals and objectives that are specific to the characteristics of the Basin and the community it serves. The development of the Plan will provide significant opportunities for key stakeholders from the community and regulatory agencies to collectively develop a Plan that will optimize function of the Basin in a practical manner. The GWMP will bring together the existing documents to further develop a sustainable groundwater basin through thoughtful solutions.

The following goals and objectives have been established for the Plan:

#### ***Goals***

- Provide a safe, reliable, and sustainable local water supply
- Reduce dependence on imported water
- Improve groundwater management
- Ensure water quality
- Enhance integrated regional water management (IRWM) for the Upper Santa Margarita Watershed (USMW)
- Educate residential and agricultural communities on water sources, quality and conservation



### ***Objectives***

- Develop an optimum GWMP for the Basin in compliance with the Groundwater Management Planning Act (California Water Code [CWC] Part 2.75, §10750 et. seq.).
- Identify specific programs and projects to affect optimum basin production and meet the goals and objectives of the GWMP.
- Guide the management of the Basin on a sustainable safe yield basis.
- Develop optimum strategies for existing and future facilities, including wells, pumps, pipelines, and treatment systems, to treat and distribute groundwater.
- Develop programs and projects to improve water quantity and quality in the Basin and outflow to Temecula Creek in coordination and consistency with the Santa Margarita River Watershed Watermaster, County of Riverside and the San Diego Regional Water Quality Control Board (RWQCB).
- Describe and enhance the Basin monitoring program.
- Characterize standards for compliance with local, regional and statewide agencies.
- Identify, in coordination with the District's Regional Integrated Resources Plan (IRP), alternative methods for recharge and conjunctive use.
- Describe programs that address emergency or critical water shortage situations.
- Evaluate, in cooperation with multiple agencies, impacts of proposed developments, including the Temecula Valley Wine Country Community Plan, on groundwater quality.
- Evaluate, in coordination with the County of Riverside and the RWQCB, programs that address septic system use, maintenance and operations, and the potential for sewer systems.
- Incorporate and collaborate groundwater information into updates and implementation of the USMW IRWM Plan.
- Categorize an approach and methodology by conducting studies and analysis.
- Develop programs for municipal and industrial (M&I) and agricultural community involvement, outreach and education.

## **4. Work Plan and Deliverables**

The District will implement the following tasks in development of the Temecula Valley Basin GWMP:

### **Task 1.0 Public Hearing/Board Resolution to Develop the Plan**

- 1.1 Conduct a public hearing in accordance with CWC 10753.2(a) for adoption of a resolution of intention to adopt a GWMP for the purpose of implementing the Plan and formalizing the Temecula Valley Basin Groundwater Management Program.
- 1.2 Adoption of the resolution of intention by the RCWD Board of Directors to draft and adopt the Temecula Valley Basin GWMP. Adoption of the resolution will be noticed to the public in the same manner that the notice of public hearing was published, and a copy provided upon request.

***Deliverables***

- Public hearing notice, report, presentation, and other documentation provided at the public hearing.
- Minutes of the Public hearing and RCWD Board of Directors meeting to adopt a resolution of intention to prepare and adopt the GWMP.
- RCWD Board of Directors Resolution..

***Assumptions/Strategies for Project Performance***

- RCWD Board of Directors is anticipated to hold the public hearing and adopt the resolution during the same Board meeting.
- Following the CWC and LGA Guidelines will ensure the proper public notices are provided to the community announcing the District's intention to prepare and adopt a GWMP.

**Task 2.0 Temecula Valley Basin GWMP Development Team**

- 2.1 Establish a Plan Development Team to include RCWD staff, consultant engineers, and other appropriate experts familiar with the Temecula Valley Basin to develop an optimum GWMP.

RCWD staff will be designated as the Project Manager to guide the Plan development process and ensure the process is moving forward as detailed in the work plan, schedule and budget, to ensure the Plan Development Team and Plan Outreach Team (Task 3) are meeting and progressing with Plan development, and to work collaboratively with the Grants Manager.

RCWD will ensure selection of a qualified, experienced consulting firm to lead technical development of the GWMP. Team members will bring a variety of qualifications, certifications, and training to conduct, manage and evaluate an optimum GWMP.

RCWD will utilize the existing work, expertise and knowledge of GEOSCIENCE Support Services, Inc. on the Temecula Valley Basin.

Instituting a collaborative effort will ensure efficient use of time, work is not duplicated, and the most experienced and knowledgeable individuals are on the Plan Development Team.

- 2.2 Conduct Plan Development Team Meetings at least quarterly as schedule, or needed, to discuss status of Plan development, status of data collection and results of additional research and analysis, and coordination efforts with the Plan Outreach Team, identified in Task 3. Sub-Task 2.2 includes time required by the Plan Development Team to review deliverables and documents produced within Tasks 3 through 8 below.

Task 2 includes an initial meeting of the Plan Development Team to do the following: 1) Confirm goals and objectives of the Plan; 2) Confirm the schedule for Plan development; 3) Identify available Basin documentation and determine additional research and analyses, if needed; 4) Determine coordination with the Outreach Team; 5) Document action items and make assignments; 6) Schedule future meetings of the Plan Development Team; and 7) other identified requirements of the Plan development.

***Deliverables***

- Plan Development Team list
- Meeting agendas, meeting notes, action items, and Plan Development Team schedule.

***Assumptions/Strategies for Project Performance***

- All Plan Development Team meetings will be conducted in-person.
- The Plan Development Team will meet quarterly for the duration of the GWMP development effort. The Plan Development Team will coordinate by e-mail and phone as needed between formal meetings.
- Documenting Plan Development Team meetings through agendas, meeting notes, handouts and presentations provided, action items and decisions made will ensure all participants are aware of how development of the Plan is progressing and necessary actions can easily be substantiated.
- Establishing a schedule for the Plan Development Team to meet regularly to discuss the status of data collection, information development, and the opportunity to communicate and contribute to each effort of Plan development, will result in high quality work products.
- Plan Development Team members will be assigned to lead the Plan Outreach Team so that quality information is provided in an informative manner, and which may lead toward consensus and thoughtful submissions to the Plan Development Team
- The collaborative process of the RCWD, the Plan Development Team, and the Plan Outreach Team will provide opportunities for cooperative planning activities to enhance development of the GWMP.

**Task 3.0 Outreach, Education and Community Involvement**

Development of the GWMP will include activities to support continued close coordination and plan development among the Plan Development Team, Plan Outreach Team, stakeholders, and the community. Plan Outreach Team meetings will be the primary venue for the Plan Development Team to gather input needed to make key GWMP development decisions, including discussion of GWMP topics, water management issues, and program recommendations for the GWMP. The overarching goals of the outreach, education and community involvement activities are to:

- understand stakeholder needs and issues for the GWMP;
- receive input into the goals, strategies, and objectives for the GWMP;
- opportunity to identify water management projects to enhance groundwater management; and
- increase stakeholder and community awareness and knowledge about water resources and the Basin.

This task includes public outreach methods that are designed to increase and maintain public involvement, and ensure that all stakeholders have an opportunity to participate in development of the GWMP.

3.1 Establish the Temecula Valley Basin GWMP Outreach Team, comprised of RCWD staff, Basin stakeholders, community members, and regulatory agencies. Identify

the purpose of the Plan Outreach Team, develop a meeting schedule through the Plan development period, which will be at least quarterly, establish guidelines for conduct of the Plan Outreach Team meetings, and develop a list of interested parties to receive notice of Plan preparation.

- 3.2 Conduct meetings of the Plan Outreach Team. Meetings will include education of water resources with the RCWD service area, the USMW IRWM Planning Region, and throughout California; education of RCWD goals and objectives of Basin planning; develop meeting notes and provide to the Plan Development Team.
- 3.3 Conduct community outreach and education on Plan development through the following existing methods, as appropriate: USWM IRWM Stakeholder meetings, news releases, public service announcements, fact sheets, RCWD website, bill insert messages, brochures, community events, service and community group presentations, school curriculum, and other methods determined timely and appropriate.
- 3.4 Make available to the public a written statement describing the manner in which interested parties would be allowed to participate in development of the Plan for those not already participating in the Plan Development Team or Outreach Team. Details of this process, including public hearings, planning meetings, draft Plan review, and Board meetings, will be developed to ensure community input and participation.

***Deliverables***

- Outreach Plan Team list
- Listing of interested parties to receive notice regarding Plan preparation.
- Meeting agendas, meeting notes, action items, and Plan Outreach schedule.
- Written statement of process for interested parties' participation.
- Listing of outreach activities and copies of outreach materials developed.

***Assumptions/Strategies for Project Performance***

- All Plan Outreach Team meetings will be conducted in-person.
- The Plan Outreach Team will meet quarterly for the duration of the GWMP development effort. The Plan Outreach Team will coordinate by e-mail and phone as needed between formal meetings.
- Documenting Plan Outreach Team meetings and activities through agendas, meeting notes, handouts and presentations provided, action items and decisions made will ensure all participants are aware of how outreach activities are being implemented and coordinating with Plan development.
- The Plan Outreach Team will ensure representation and advice of stakeholders, the community, and regulatory agencies on the problems, concerns and benefits of the Basin and a GWMP, as well as provide suggestions for information and programs on community outreach and education during Plan development.
- Community outreach and education efforts will be managed by the Plan Outreach Team and closely documented. This effort will inform, involve and increase awareness throughout Plan development utilizing existing and consistent outreach methods, resulting in substantiating the quality of the GWMP.

#### **Task 4.0 Data Collection**

4.1 Conduct data collection from available sources, utilizing, but not limited to, the list of data developed by the Plan Development Team. The list will include, but not limited to, the following:

- RCWD Annual Capital Improvement Program
- Annual Recommended Ground Water Production, Fiscal Year July 1, 2012 through June 30, 2013, Rancho California Water District, January 2013, when available
- Santa Margarita River Watershed Annual Watermaster Report, Water Year 2009-10, Charles W. Binder, Watermaster, September 2011, or most current when available
- Permit for Diversion and Use of Water, Amended Permit 7032, Temecula Creek/Santa Margarita River for use in Vail Lake and District M&I by Rancho California Water District, April 22, 2009 and 1946 Application to Appropriate Unappropriated Water
- Groundwater Management Agreement, Rancho California and Pechanga Band of Luiseno Mission Indians, December 21, 2006
- Cooperative Water Resource Management Agreement between Camp Pendleton and Rancho California Water District, March 2002.
- Metropolitan Water District of Southern California, Final Groundwater Assessment Study, September 2007

##### ***Deliverables***

- Data collection list

##### ***Assumptions/Strategies for Project Performance***

- Data collection will be from existing sources. RCWD will collaborate with SMR Watershed Watermaster and other key basin managers and stakeholders to optimize information gathering.

#### **Task 5.0 Review Basin Documentation for Plan Development and Determination of Additional Research and Analyses**

5.1 Review available data, including reports, plans, studies and papers on Temecula Valley Basin conditions, programs, existing wells, water production, water quality monitoring and results, septic system conditions, agricultural conditions and impacts, and other pertinent information needed for Plan development. Review of data will be to determine an optimum GWMP and identify if additional research and analyses are required. Data review will include, but not limited to, the following:

- a. Statistical hydrology of the Basin
- b. Characterization of flow conditions
- c. Geologic analysis
- d. Existing areas and sources of natural Basin replenishment
- e. Existing areas and sources of artificial recharge
- f. Identify capital projects for Basin production and management
- g. Identify water rights
- h. Water quality assessment
- i. Pumping patterns



- j. Water treatment
- k. Existing and projected land use
- l. Conjunctive use in the Basin
- m. Evaluate septic and sewer conditions
- n. Other analyses and studies critical for the development of the GWMP

5.2 Conduct additional research and analyses identified, if needed to develop an optimum Basin Plan.

***Deliverables***

- Confirmation of data adequacy to prepare the GWMP
- Summary list of Basin reports, maps, modeling, characterizations, and other relevant Basin documents not already provided to DWR.
- Additional data collection/development plan, if needed

***Assumptions/Strategies for Project Performance***

- Since both RCWD and the SMR Watershed Watermaster conduct annual reporting of the Basin, additional research and analyses is not anticipated to develop the GWMP. However, if needed, research and analyses will be conducted using reasonable methodologies and acceptable industry standards that produce quality reports, data, and other analyses that will benefit the Plan.

**Task 6.0 Identify Projects and Programs to Meet Goals and Objectives of the Plan**

6.1 Review and consider the Basin data, as well as the RCWD Capital Improvement Program, to identify projects and programs to develop the optimum GWMP.

6.2 Identify specific existing projects and programs, and develop additional, if appropriate, projects and programs to be included in the Plan to affect optimum Basin production and meet the goals and objectives of the Plan.

***Deliverables***

- Listing of projects and programs for inclusion in GWMP.

**Task 7.0 Prepare Draft GWMP**

Based on all of the work completed in Tasks 2 through 6 above, the Plan Development Team will prepare an administrative draft GWMP for internal review. The administrative draft GWMP will contain the following sections:

- Executive Summary
- Introduction
- Hydrogeologic Setting
- Groundwater Model
- Baseline Conditions
- Management Issues and Strategies
- Description of Alternatives
- Evaluation of Alternatives
- Implementation Plan
- Conclusion

- **References**

As part of the GWMP development process, the Plan Development Team will document how the GWMP meets the requirements of Groundwater Management Planning Act (CWC Part 2.75, §10750 et. seq.). The GWMP will contain a clear description outlining the location of all content as required. The GWMP will also clearly articulate steps for evaluation and measurement of Plan success.

The Plan Development Team will then prepare a Public Review Draft GWMP for review and consideration by the Plan Outreach Team and other interested parties. The Plan Development Team will facilitate review and discussion of the Public Review Draft GWMP with stakeholders on an as-needed basis, including collecting and compiling their comments into a comments matrix.

7.1 Prepare an Administrative Draft GWMP utilizing results from Tasks 2-6, in accordance with the requirements of CWC Part 2.75, §10750 et. seq., and circulate for internal review and comment.

7.2 Prepare a Public Review Draft GWMP and circulate to interested stakeholders for review and comment. .

7.3 Receive and review comments on Public Review Draft GWMP. Develop a comment response matrix to track comments received.

***Deliverables***

- Administrative Draft GWMP
- Public Review Draft GWMP
- Distribution list for Public Review Draft GWMP to solicit comments
- Comment response matrix for comments received on Draft GWMP

***Assumptions/Strategies for Project Performance***

- Responses to comments will be made only in the event that comments are not incorporated into the Final GWMP.
- The collaborative approach to review the Administrative and Public Review Drafts will ensure a streamlined effort in seeking, evaluating, and incorporating comments into a Final GWMP, while providing sufficient time for a broad review by all interested stakeholders.
- Established schedules for review and comment timelines will ensure meeting deadlines for Plan adoption.

**Task 8.0 Prepare Final GWMP**

8.1 Incorporate comments and changes as determined appropriate to refine the Plan.

8.2 Prepare Final GWMP for Public Hearing and RCWD Board of Directors review and adoption.

***Deliverables***

- Final GWMP

**Task 9.0 Conduct a Public Hearing and Adoption of the Temecula Valley Basin GWMP**

9.1 Conduct a public hearing to receive comments on the Final GWMP.

9.2 Adopt Plan by a resolution of the RCWD Board of Directors.

***Deliverables***

- Public hearing notice, report, presentation, and other documentation provided at the public hearing.
- Minutes of the Public hearing and RCWD Board of Directors meeting to adopt the GWMP.
- RCWD Board of Directors Resolution adopting the GWMP.

***Assumptions/Strategies for Project Performance***

- RCWD Board of Directors is anticipated to hold the public hearing and adopt the GWMP during the same Board meeting.
- Following the CWC and LGA Guidelines will ensure the proper public notices are provided to the community announcing the public hearing and adoption of the GWMP.

**Task 10.0 Submit Final Temecula Valley Basin GWMP to DWR**

10.1 Submit one original hard copy and one digital copy of the adopted GWMP, or as requested, to DWR.

10.2 Submit the required groundwater recharge map to the local planning agencies, including the cities of Murrieta and Temecula, and the County of Riverside.

***Deliverables***

- Hard copy and electronic copy of adopted Temecula Valley Basin GWMP.
- Groundwater recharge map.

**Task 11.0 Grant Administration and Reporting**

Task 11 addresses administration of the Local Groundwater Assistance Grant Agreement between RCWD and DWR. This task will include labor necessary for preparation of the contract materials, invoices, progress reports, and project performance documentation.

11.1 Review, finalize and execute the LGA agreement and related documents for submission to DWR.

Once the LGA agreement is executed, RCWD staff will evaluate the requirements of the CWC and the LGA agreement early in Plan development and develop checklists for compliance.

11.2 Prepare and submit quarterly progress reports and invoices to DWR.

RCWD Grants Manager will ensure progress reports and invoicing are on time and at the highest level of quality to demonstrate Plan development progress.

Progress reports shall include the following:

- a. Project Status

- i. Brief summary of project status and items contained in the body of the Quarterly Progress Report.
    - ii. Description of work performed in reporting period, including additional research and analyses, if any, environmental issues and legal matters.
    - iii. Major accomplishments, including tasks completed and milestones met.
    - iv. Plan Development Team planning activities, meeting notes, and action items.
    - v. Plan Outreach Team meeting notes, action items, and other relevant information from the Plan Outreach Team.
    - vi. Community outreach materials, including press releases, fact sheets, presentations, meeting notes, and sign-in sheets.
    - vii. Other appropriate materials to demonstrate progress of the Plan development.
    - viii. Issues and concerns that may affect the schedule or budget, current and future, with a recommendation on how to correct the issues.
    - ix. Description of work to be performed in the next reporting period.
  - b. Cost Information
    - i. Costs and hours incurred during the quarter by RCWD and consultant working on the Plan development.
    - ii. Comparison of the actual budget to the proposed budget in the Work Plan, and any change proposed in the budget.
  - c. Schedule Information
    - i. Comparison of actual project schedule to planned progress.
    - ii. Discussion of how the project is progressing.
    - iii. Revised schedule, if changes are made.
- 11.3 Submit the Final Report within 90 days from project completion. The Final Report will include an executive summary, actual work accomplished, issues and resolution in meeting project goals and objectives, a final schedule, project benefits or goals achieved, and final documents/reports/deliverable not previously submitted. The Final Report will also include a cost summary, reimbursement status, and actual versus proposed costs, with explanation.

***Deliverables***

- Executed LGA agreement and related documents
- Quarterly Progress Reports
- Final Report